


ERTS Reg  
ADS-8-2  
FBIS 1392-88  
9 March 1988

MEMORANDUM FOR:   
Analysis and Survey Branch, Installations Division,  
Office of Information Technology

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FROM:   
Chief, Administrative Staff, FBIS

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SUBJECT: Outstanding FBIS Telephone Priorities

1. This is the first of a series of monthly memoranda we will be sending you identifying FBIS requests for priority telephone work which are outstanding. We hope this method will assist you in completing the work we have requested in a timely fashion.

2. Outstanding FBIS priority telephone work:

a. Request number 06535, dated 15 October 1987. Office of Director, room 3S09. Non-secure portion of request no. 06535 has been completed but the 6 additional secure extensions have yet to be added.

b. Telephone request number 06536, dated 15 October 1987. Chief/Operations Group, room 3S24. Add 10 non-secure extensions, and 10 secure extensions, to existing instruments.

c. Liaison and Requirements Branch, Room 3N03. Installation of published outside telephone line. See memo FBIS 1491-87, dated 25 August 1987. [Note: The new outside line has been installed. However, the old number  has not yet been call-forwarded to the new number  as requested in ref memo. The old number is still being forwarded to a temporary number ].

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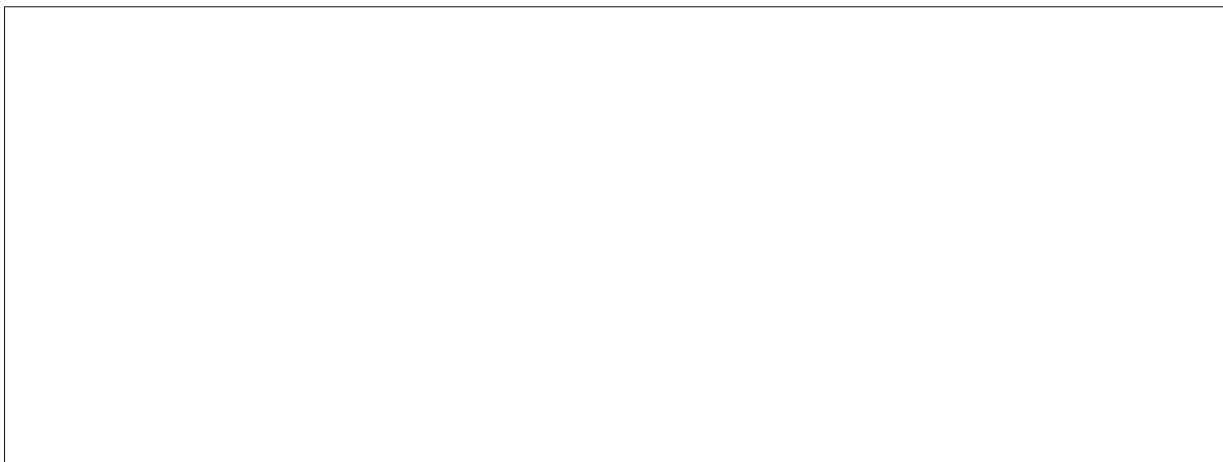
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3. The above priority items should be completed before our routine items are addressed. It is our understanding that OIT has the capability of handling about 25 telephone actions for FBIS each month. Therefore, we would expect you to be able to attend to several our routine requests in the date order that we have submitted them to you. For your information, the two oldest routine items are:

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Please contact my Chief, Logistics Branch, [redacted], extension [redacted] for any additional details. We would appreciate you attending to these long-standing requests as soon as possible.

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